



Microsoft Windows

Tuition: \$225 / 6 hours

Prerequisite:

None

Course Description:

Students will learn basic computer concepts and skills related to IBM and compatible computers. Students will receive a thorough introduction to the domain environment. In addition, they will learn Windows techniques and become acquainted with applications.

Course Content

The Windows Environment

- Logging on to your Workstation
- The Windows Desktop
- Overview of Input Devices
- The Taskbar and the Start Menu
- Working with an Open Window
- Using Help

Working with the Windows Hierarchy

- An Introduction to Windows Hierarchy
- My Computer
- My Network Places
- The Search Feature

Using Windows Explorer

- Orientation to the Windows Explorer
- Creating Folders
- Copying and Moving Objects
- Using the Recycle Bin

Working with Windows Programs

- An Orientation to Windows Programs
- Cutting, Copying, and Pasting in Windows

Customizing the Windows Desktop

- Working with Shortcuts
- Using Web Style View for the Desktop and Folders
- Working with Control Panel Settings

Using the Network

- My Network Places
- Working Remotely

Introduction to the Internet

- The browsers
- Using the Address Bar
- Using favorites
- Searching for Information